

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Special Workshop Board Meeting held October 31, 2006

A special workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 5:35 p.m. by Chairman William B. Hawk on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were: William C. Seeds, Sr., William L. Hornung; and Gary A. Crissman.

Also in attendance were George Wolfe, Township Manager; Donna Speakman, Finance Director; Bill Weaver, Authority Director; Sam Robbins, Public Works Director, Dan Bair, Public Safety Director/Chief of Police; and Brian Luetchford, Parks and Recreation Director.

It was noted that this meeting was originally scheduled for Tuesday, October 24, 2006 and postponed until Tuesday, October 31, 2006 at 5:30 p.m.

Pledge of Allegiance

Mr. Crissman led the recitation of the Pledge of Allegiance.

Public Comment

No public comment was presented.

ITEMS OF BUSINESS

Review of Key Indicator Report for the 3rd Quarter, 2006

Mr. Wolfe explained that the Key Indicator Report for the 3rd Quarter details the significant items of interest in regards to the General Fund for the current fiscal year. He noted that General Fund budget is \$18,429,209, and at the end of the 3rd Quarter, revenues were \$14,235,537 and expenditures were \$14,969,980, producing a net loss for the fiscal year in the amount of \$734,443. He noted that this net loss is due to a transfer to the General Improvement Fund totaling \$1,200,000, but when adjusted for only operating expenditures, the General Fund would possess a 3rd Quarter balance of \$465,557. He noted that the capital fund projects included the Page Road extension, and Thomas B. George Jr. Park.

Mr. Wolfe explained that the percentage of revenues for main budget line items is shown in the report. He noted that the Board members are aware of the tax collection issues with the

real estate tax collector and the Earned Income Tax (EIT) from the Capital Tax Collection Bureau (CTCB). He noted that CTCB's reporting is somewhat under representative of what it should be. He noted that the Emergency and Municipal Services Tax (EMST) is 20% greater than budgeted, and the Township recently received, during the 4th Quarter, two significant building permit fee payments for construction activities being undertaken by the Central Dauphin School District totally \$320,000. He noted that this would show a net operating total of close to \$800,000 at this time for year 2006.

Mr. Wolfe noted that the Leaf Waste Collection Program is stable, but does not pay for itself. He noted that the Township refunded a portion of 2002 bonds during the 1st Quarter that resulted in a total saving \$39,208 on an outstanding debt of \$1,800,000. In September 2006, the Township received State Aid to fund a portion of the pension plans. He noted that the amount of State Aid received was \$596,085 with an MMO totaling \$876,959, the \$282,874 difference being, primarily, a General Fund responsibility.

Mr. Wolfe noted that the percentage to budget expense items for the 3rd Quarter line budget items are listed in the report. He noted that the General Improvement Fund for capital projects is \$3,772,000, and of this amount, \$2,841,000 was a transfer from the General Fund balance. As of the 3rd Quarter, \$1,200,000 has been transferred this year.

Mr. Wolfe noted that \$155,872 was paid out to retiring police officers for accumulated sick and vacation leave for 2006.

Mr. Wolfe noted that the Township received \$920,987 in State Aid for Liquid Fuels to be used for the maintenance and repair of municipal roadways, however, since there were significant modifications to the paving program and a mild and dry winter season, there is a balance of \$371,826. Mr. Robbins noted that the Public Works Department is completing the drainage work for the paving list areas prior to the actual paving. He noted that shoulder repair work is also completed prior to the actual paving. He noted that it provides for a better end project.

Mr. Wolfe noted that the balance for the Fire Equipment Capital Fund is \$738,671. He explained that the fund is used to pay for fire fighting apparatus, and the Township currently owns six pieces of fire apparatus. He noted that the fire fighters have presented a plan for Phase III of the program to be implemented in 2007.

Mr. Wolfe noted that the General Improvement Fund is used to fund capital projects, and the budget for 2006 was \$3,772,000, and of this amount, \$2,841,000 was transferred from the General Fund. He noted that the Linglestown Square Project is included in this fund. The

sources of funding are listed in the report. Mr. Wolfe noted that he has received a written confirmation from PENNDOT stating that the Township's share of project funds, \$700,000 can not be used for improvements to the alleys or the satellite parking since it is outside the scope of federal funding for the project.

Mr. Wolfe noted that the Township has received a 2004 grant award in the amount of \$105,000 from Pennsylvania Department of Conservation and Natural Resources. Mr. Luetchford noted that, originally, it was planned to use these funds for the construction of trails and other things, and he questioned if the use of the funds could be delayed until next year and what the funds could be used for. Mr. Crissman questioned how long the funds could be carried over. Mr. Luetchford answered that the funds could be carried over until at least the next calendar year. He noted that the Greenway Project is underway.

Chief Bair noted that the City of Harrisburg paid to send police recruits through the Police Academy and subsequently laid them off. As a result, he was able to hire a recruit and will only have to pay roughly \$300 for their salary. He noted that the Police Department is one officer down with the resignation of a recently hired officer. Mr. Crissman questioned if there would be a problem with union issues with the City of Harrisburg. Chief Bair answered that there would be no protection for the employees since they are not member of the union.

Mr. Wolfe noted that the stormwater management projects are ongoing. He noted that the Continental Drive project has been completed. Mr. Robbins noted that he has a list of projects earmarked for overflow issues, and that the money is reimbursed to the Township from the Sewer Authority.

Mr. Wolfe noted that the Zoning Ordinance is completed except for the corrective amendments, and the SALDO work is under way with HRG, Inc. He noted that the ordinance recodification work will be completed in 2007 when both projects are completed.

Mr. Wolfe noted that the Route 22 Corridor Re-Timing traffic analysis is now underway through HRG, Inc. at a cost of \$25,000. Mr. Crissman requested that this work be completed prior to the holiday season. Mr. Wolfe noted that it would depend upon the timely receipt of PENNDOT's approval to proceed.

Mr. Robbins explained that the Page Road extension will have the final wearing road surface added next year, but the major construction work is completed. He noted that there is a punch list that he hopes to have off the books by the end of the year.

Mr. Wolfe noted that he has not heard anything from PENNDOT regarding the Nyes Road Corridor Engineering project. He stated that he hopes to invite the Hodges Heights

Residents to the November workshop meeting to discuss the relocation of Conway Road. He noted that the majority of the residents are supportive of the project.

Mr. Wolfe noted that the Linglestown Square Project is on track and the Public Meeting will be held November 15, 2006 at the Linglestown Middle School.

Mr. Luetchford noted that all work for Phase I for the Thomas B. George Jr. Park has been completed, and he is waiting for PPL to move the utility poles on Nyes Road to start the Nyes Road reconstruction work. Mr. Wolfe explained that the Board members must discuss what to do with the bids for courts, ballfields, and pavilion construction that totals \$429,715. Mr. Wolfe noted that the FCC Senior Annex work is completed, and the HVAC improvements at the Municipal Center have also been completed.

Mr. Wolfe noted that as of September 30, 2006, the FCC has a net of \$1,473 which is behind the previous years' net of \$86,305. He noted that the Township's annual contribution to the FCC is \$100,000. He explained that the membership revenues are not what they should be, and the FCC is undergoing a significant marketing program to address this concern. He noted that the revenue for programs is ahead of last year's amount, but not enough to make up the deficit in membership revenues.

Mr. Wolfe explained that Mr. Luetchford is programming evening and weekend events in the multi-purpose room that was used by the seniors prior to their moved into the East Annex. Mr. Wolfe explained that Mr. Luetchford has successfully negotiated a lease for a church to occupy the facility on Sunday mornings at the FCC. Mr. Luetchford explained that the Brethren in Christ Congregation will start to use the facility on December 1, 2006 and has signed a 6-month discount lease, with an increased monthly rate for the remainder of the lease. He noted that annual fee is normally \$40,000 a year, paid in monthly increments. He noted that the congregation anticipates using the FCC for at least two years as they are renovating a church on Skyline Drive. He explained that the church is renting the gymnasium for the church services and classrooms for the Sunday school classes. Mr. Wolfe noted that it will provide for an additional income of \$40,000 per year for the FCC.

Mr. Wolfe noted that FCC membership is down 10%.

Mr. Hawk questioned if there was a specific reason why the membership was down 10%. Mr. Luetchford answered that the FCC is entering a mature stage of operation and there is more competition from other sources. He noted that the FCC needs to rethink itself, and that is the reason for the marketing study. He noted that, eventually, LA Fitness will also experience this in their operations, and their membership will level off also.

Mr. Crissman requested Mr. Luetchford to share some of the concepts provided to the Township from Nancy Sacunas for marketing issues. Mr. Luetchford answered that \$10,000 is too little an amount to spend for marketing. Mr. Crissman noted that when the FCC was opened, the Operating Board was directed not to market the center, but now the FCC will have to do so.

Mr. Crissman noted that the Marketing Study showed that the FCC name sounds very governmental and suggested that it be renamed the Friendship Center. He noted that the Operating Board was provided with a list of suggestions for ways to promote the FCC. Mr. Hawk noted that the Ephrata Community Center is very vibrant. Mr. Crissman noted that that center is also partially funded by the local school district.

Mr. Seeds explained that certain health insurance plans will cover memberships at certain facilities. He suggested that the Township should look into this. Mr. Weaver noted that he received a discount rate at the Golds Gym. Mr. Luetchford noted that he has instructed his staff to look into this. Mr. Seeds noted that he has been told by some people that they are annoyed with the teenagers who hang around the FCC, and prefer a more “adult” gym. Mr. Crissman noted that Ms. Sacunas explained that the nitch for the FCC is that it is a family-orientated center. Mr. Crissman noted that a decision had to be made to cater to the family or adults, and families generate more revenue. Mr. Luetchford noted that the Township must market to the nitch which is a family atmosphere.

Mr. Wolfe noted that the net revenues for the Sewer Authority are over \$2 million. Mr. Weaver explained that the SSO Treatment Plan is behind schedule due to South Hanover Township and the Department of Environment Protection’s failure to issue a NPDES Permit. He noted that the Spring Creek Basin Capital Improvement project has been completed.

Mr. Wolfe noted that the Pension Key Indicator Report showed the Police Pension assets of \$15,349,108, with an annual rate of return on investments of 7.8%; the Nonuniformed Pension Fund had assets of \$6,793,586, with an annual rate of return of 8.4%. He noted that the MMO for the two plans were deposited into the plans.

Review of staff’s projection of future year-end fund balances for the
General Fund based on annual expenses for operations.

Mr. Wolfe noted the purpose of the plan is to project the surplus for the General Fund, based on operations, and to develop a strategic plan that implements the vision and mission statement. He noted that to achieve our vision, Lower Paxton Township must work to meet and exceed the needs of a growing Township in a cost efficient manner, and to proved the best quality of life for a growing community in central Pennsylvania.

Mr. Wolfe noted that part of the process was to brainstorm future and current projects, review the capital costs for the projects, and the financial ability to support those costs at the current level of funding. He noted that all this must be kept in the context of the vision and mission statement.

Mr. Wolfe noted that during the 1980's and 1990's, the Township received a significant amount of revenues over expenditures and was able to earn \$10 million in General Fund surpluses. However, for the past five years, the surplus has leveled out, with expenditures and revenues being equal. He noted that during the first ten years that the Township accumulated the surplus, nothing was spent and no capital projects were undertaken, so it was easy to accumulate funds. However, in the mid to late 1990's, the Township began to undertake projects, such as, the funding of the Fire Equipment Capital Plan, FCC, and the General Improvement Fund that pays for capital projects. He noted that from 2001 unto 2006, the Township has spent a total of \$11,081,629 on capital projects. He noted that this was before the \$2 million contribution to the FCC. He explained that the Township borrowed \$6 million to do those capital projects, and that \$5 million came out of fund balances, and the rest was borrowed funds.

Mr. Wolfe noted that the recent growth in the Fund balance has been very small. He noted that at the end of the year 2005, the General Fund balance was \$10,289,502, and as of the end of the third quarter, it was \$9,555,059. He noted that general improvement projects were paid by this fund. He noted that the Township has experienced an operational surplus and current year revenues have been funneled into the General Improvement Fund. He noted that the \$330,000 permit fee from the Central Dauphin School District was extra money used to fund the General Improvement Fund.

Mr. Wolfe noted that the Board of Supervisors has a mandatory reserve of 25% of the General Fund balance that amounts to \$4,375,000 for the 2007 proposed budget of \$17.5 million. He noted that for the past five years, the expenditures have increase on average by 6.9% and the revenues have increased on average by 5.0%. He noted that this results in a 2% difference.

Mr. Wolfe noted that the EMS Tax went into affect in 2005 and resulted in \$1 million in additional revenue noting a reduction in real estate taxes in the amount of \$375,000.

Mr. Wolfe noted that for the 40 municipalities that are located in Dauphin County, Lower Paxton Township's millage rate is only 0.7. He noted that he highlighted five other municipalities that are comparable to the Township, listing their millage rates, ranging from 1.0966 to 28.483. He noted that he included West Hanover Township since they are starting to look like a "baby" Lower Paxton Township.

Mr. Seeds noted that he heard that West Hanover and South Hanover are talking about starting a police department. He noted that it is not fair that West Hanover Township does not have a police department, depending on the services of the State Police, and suggested that the Township has to pay double since it has its own police department.

Mr. Wolfe noted that the Township is not earning year-end surplus of any huge magnitude as what occurred in the 1980's and 1990's. He noted that the Township is experiencing a 2% difference in expenditures exceeding revenues. He noted that the implementation of the EMS Tax in 2005 resulted in a budget surplus.

Mr. Wolfe noted that the six local communities have a significantly higher rate of taxation than the Township.

Ms. Speakman distributed updated information regarding the analysis of Operations Historical 16 Years and Projected Five-year from 1991 to 2011. Ms. Speakman noted that she had added the accurate budget information for 2007, and updated the estimate for the year 2006 which resulted in a change to the projections.

Mr. Wolfe noted that the actual excess revenues for 2005 were \$537,921, and the projections for 2006, based on operations only, are estimated at \$815,689. He noted that this was due to the large building permit fee from the Central Dauphin School District. He noted that the projections for 2007 list a deficit of \$29,943; and for 2008, the deficit is \$233,889. He noted that he does not expect to be able to fund any capital improvements in the future with surplus funds from the operations. He suggested that there may be a need to increase taxes to meet operations in the future. Mr. Crissman questioned what a hundredth of a mill would equate to in tax revenue. Mr. Wolfe noted that a tenth of a percent increase would amount to roughly \$200,000. He noted the current millage rate is 0.7; therefore, .07 mills would raise roughly \$200,000.

Mr. Wolfe noted that from 1986 until 2000, there were significant General Fund surpluses. He noted that, up until the mid 1990's, no capital improvements were done, and no increased services were provided. However, in the last five years, the operating services were significantly increased. He noted that from 2002 through to 2008, 15 new police officers will be hired, five part-time Community Service Officers were hired, three Public Works employees were hired to implement the Leaf Waste Collection program, a Finance Manager and Human Resource Manager were hired, and there have been double-digit increases in employee benefits. He noted that the Township's resource to provide service to the community is its employees. He noted that a 10% increase of service has occurred during this time period.

Mr. Wolfe noted that the General Fund Operations for 2007 is \$17.5 million, and he does not expect to have an operating surplus at the end of 2007. He suggested that a tax increase will be needed in the year 2008 to fund Operations. He noted that \$9 million is in the General Fund Balance, of which, \$4.4 million is reserved by Board policy.

Mr. Speakman noted that pages three and four of the spreadsheets she distributed show the actual net income numbers and budget for all the years from 1991 until 2005. She noted that this explains how the Township earned the \$10 million surplus. She explained that in the next two spreadsheets, she removed the transfers to other fund and bond issues, and used the actual debt service numbers. She noted that she overrode some numbers as she did not think the numbers would increase at a higher level over the next six years. She explained that the FCC payment, debt service and Shade Tree Commission funds remained the same and did not increase.

Ms. Speakman explained that the actual average percent increases are found on page one, and she noted that the difference between them is a negative 1%, but explained that she did not think that this would be an accurate percentage, therefore, she created a second column of percent use projections. She noted that these are the numbers that she used for the projects. She stated that the most significant change would be found in employee benefits noting if she used the average six-year figure the projected loss would balloon in total. Mr. Crissman noted that the projected level debt services is projected at 55%, however she was using the actual debt service amount for the budgets. She noted that she used actual numbers if they were available. She noted that for the first set of spreadsheets the projected loss for 2011 was over \$2 million, and she made an adjustment based on the estimate of 2006 and the proposed budget for 2007, which brought the future projection down by \$500,000.

Ms. Speakman noted that one substantial difference in the 2006 estimate is that the Public Works Department used very little salt, and overtime for snow plowing. She noted that the paving program was not implemented in the normal fashion, and many of the expenditures that would be found in the Public Works Department were moved to be funded by the State Aid funds.

Ms. Speakman noted that the projections show losses for future years. Mr. Wolfe noted that that the Board has to consider how to balance the budget for 2008. He noted that the Board members inquired, during an earlier meeting, how much funds would be left in the Operations Budget, and he commented that he would not count on any surpluses after this year. He noted that there is \$4.6 million dollars to spend on capital projects, and if additional capitals projects

were selected, the Township could borrow and factor in debt service over the useful life of the project to amortize the costs of the capital expenditures. Mr. Hawk questioned if anything could be refinanced. Ms. Speakman answered that nothing could be refinanced for the Township. Mr. Hawk noted that the Township has considerable borrowing capacity. Mr. Wolfe noted that as a Township of the Second class, the Township could easily levy taxes up to 13 mills; with special purpose levies, the tax rate could go up to 35 mills. He noted that the Township's current rate is not even one mill. Mr. Wolfe noted that the Township has not increased taxes since 1990, and is budgeting large operations with much less money.

Mr. Hornung noted that many of the smaller municipalities do not have police departments; but the Township is at the bottom of the list for municipalities with police departments and this would be a good argument for raising taxes. He noted that an increase of 10% would still keep the Township at the lowest level on the list.

Mr. Wolfe noted that he would not expect any surplus funds at the end of the year for the operations budget. Mr. Wolfe noted that the Township is committed to George Park but needs to determine how much to spend. He noted that the Linglestown Square Project is committed with federal funds. He noted that the Human Resource Manager is committed, as well at the Beaver Creek Interceptor and Wet Weather Plant. He noted that the Police staffing plan and Conway Road project are General Fund expenditures. He noted that the committed projects could be funded with the current fund balance for capital projects, but he suggested that it is important to focus on the GASB 45 liability as the Township will owe people money that is not funded. He noted that the Township is not required to fund this, and this has not been considered for future funding issues. Ms. Speakman noted that the Township is currently funding the police officer's health benefits in retirement within the employee benefit category. Mr. Wolfe noted that the total amount may change when the arbitrator's decision is received.

Mr. Wolfe noted that the purpose for all if this is to determine what will be funded, if it will be funded, when it will be funded, and how it will be funded with the current financial resources. Mr. Hawk noted that, at home, if the funds are not available, the project would be delayed.

Mr. Wolfe noted that in the committed section, the George Park Improvements could be put off for the time being. Mr. Hawk noted that this would not be a long-range solution. Ms. Speakman suggested if a fire services study is completed, then people would expect the Township to fulfill the recommendations. Mr. Hawk noted that the three fire companies suggested that they could complete their own fire services study. Mr. Wolfe noted that there is a

concern on the part of the fire companies that an outside fire study would recommend internal changes that they may not want to make. Chief Bair noted that an internal study would not be a professional study, and their recommendation would be to have paid fire fighters, whereas, an outside study may suggest the consolidation of the three fire companies.

Mr. Crissman suggested concentrating on the top ten committed items and the two additional items at the bottom of the list. Mr. Crissman questioned if any of these items could be delayed. Mr. Seeds noted that the Fire Equipment Capital Plan does not cost the Township any money until the funds are spent. Ms. Speakman noted that the \$250,000 comes from the fire tax. Mr. Crissman questioned if it is shown as revenue. Ms. Speakman answered that it is shown as both a revenue and a expenditure. Mr. Crissman suggested that it would be an on-going operating expense; therefore it is not new money. Mr. Wolfe questioned how much funds should be spent on George Park. Mr. Crissman questioned how much was projected in the 2007 budget. Mr. Wolfe noted that nothing has been projected for the 2007 budget. He noted that the Human Resource Manager and Police Staffing increases have been budgeted. Mr. Wolfe explained that the figures in green are obligated funds, the reds issues were optional at some point in time, but now the Human Resource Manager has accepted the position, and it should be moved from red to green. He noted that the additional police officers for Phase II of the staffing plan are included in the 2007 budget.

Mr. Crissman noted that the \$80,000 salary in 2008 will have increased, but it only increases at the same rate as the other employee's salaries. Mr. Hawk suggested that the 2008 shortfall could be tweaked, but the problem would still exist in 2009. Mr. Wolfe noted that George Park would cost \$906,000 on an annual basis. Mr. Wolfe noted that the charts show the annual cost per item, which has nothing to do with the overall budget.

Mr. Crissman questioned what new money is needed for the 2008 budget. Mr. Wolfe noted that some items will become an annual operating cost that must be funded each year, such as the Human Resource Manager. He noted that these costs are included in the projections for future year's budgets. Mr. Wolfe noted that Mr. Luetchford estimates that it would cost over \$2.5 million in capital funds to complete George Park.

Mr. Seeds noted that one item may have corresponding reductions. He suggested if a staff engineer was employed, then there would be less costs from HRG, Inc. Mr. Wolfe noted that many of the costs that HRG, Inc. performs are passed onto the developer, whereas, it is more difficult to do this for staff costs. Mr. Seeds suggested that there could be reductions from the HRG, Inc bills to cover some of the \$85,000 salary for a staff engineer.

Mr. Wolfe noted that Mr. Robbins has told him that many of the traffic signals are operating under old conditions, and will need to be replaced over time. He questioned how much should be spent on an annual basis to upgrade the traffic signals. He noted that \$25,000 was budgeted for upgrades for 2006, and explained that there are 35 intersections. Mr. Crissman noted that he would like to see a plan for the upgrade of the lights over a four or five year period, and then it should be built into the budget. He noted that it is the same as replacing police vehicles on an annual basis. Mr. Wolfe noted that it is not a line item now, and there is a \$1/4 million deficit for projected 2008 budget. Mr. Crissman noted that it should be implemented into the operating budget over a five year period.

Mr. Wolfe noted that the Township is starting to have aging infrastructure, and Mr. Wagenmann from Upper Merion Township confronted this issue five years ago for roadway paving. He noted that instead of trying to fix the problem with operations funds, Upper Merion Township floated a bond and worked it into the debt service and did it all at once. He noted that some of these issues could be funded in this manner and amortized over the life time of the improvement. Mr. Hornung noted that he did not like the idea of floating a bond for regular maintenance. He noted that he would rather raise the taxes. He noted that it is not a capital project and bonds should be used for capital projects. He noted that there is \$4.5 million to spend on capital projects, and once it's spent it is done. He noted that the Conway Road and George Park projects would consume all of those funds. He suggested that the Township should either look to cut back on spending or raise taxes. He noted that what needs to be discussed is what should be done to fund future expenditures. He noted that it is more important to decide what can be done to accommodate future losses. He suggested that a 10% increase in real estate taxes is .07 mills and this would amount to \$200,000, and that raising the taxes to 1 mill without adding any other expenses might provide for a balanced budget up to 2010. Mr. Wolfe questioned if the Board should raise taxes now or prolong it. He noted that the sooner the tax increase is implemented, the less it has to be, and the longer the Township would have the increase revenues for its use.

Mr. Hawk noted that the Hodges Heights residents are expecting the project to be completed sooner than later. Mr. Wolfe noted that the area is a significant traffic hazard that will only get worse. Mr. Seeds noted that a few years ago, the Sewer Department raised rates by a few dollars and it was more acceptable by the citizens. He noted if the City of Harrisburg would have projected their future spending, they could have gradually raised taxes. Mr. Hornung noted that by raising the taxes a tenth of a mill it would provide for a balance budget and stay current.

Mr. Seeds suggested that the taxes could be raised to one mill. Mr. Hornung noted that it would require a good review of spending, and it would mean that some capital projects would not be completed. He noted that maintenance projects should be budgeted by a tax increase and not the floating of bonds.

Mr. Crissman noted that the traffic signal maintenance is not a capital project, and should be considered a maintenance item. Mr. Crissman agreed that he would not want to float a bond for on-going maintenance projects. He noted that the community would not mind the gradual increase in taxes.

Mr. Wolfe suggested that he would prepare his next draft for the Board members for the first budget meeting. Mr. Hornung noted that he would like Mr. Wolfe to include any other maintenance items that he finds in the budget for further discussion.

ADJOURNMENT

There being no further business, Mr. Crissman made a motion to adjourn the meeting. Mr. Blain seconded the motion, and the meeting adjourned at 7:32p.m.

Respectfully submitted,

Maureen Heberle

Approved by,

Gary A. Crissman
Township Secretary